

**NOTIFICATION OF****Establishing food premises or significant changes in the business
Food premises according to 13 § of Food Act (297/2021)**

Entry stamp (to be filled by official)

The operator fills the form where appropriate.

A layout including furniture/fittings shall be attached to the notification of establishing a food premises or significant changes in the business except for transports and agencies. The description of the operation must be filled in with enough detail. No separate decision is made on the notification, but the Food Safety Unit checks the notification and sends a certificate of processing the notification. The Food Safety Unit may request other information necessary for the processing of the notification from the operator.

Notification of food premises or significant changes in the business must be sent to the City of Helsinki, Food Safety Unit four weeks before commencement of activity or the planned changes. Notification about change of operator or closing down business must also be sent to the Food Safety Unit without delay.

The form should be sent to the City of Helsinki, Food Safety Unit, PO Box 58235, City of Helsinki or by e-mail at elintarviketurvallisuus@hel.fi

Reason of notification

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| <input type="checkbox"/> establishing food premises | <input type="checkbox"/> significant changes in the business |
| <input type="checkbox"/> change of operator | <input type="checkbox"/> suspension of activities |
| <input type="checkbox"/> closing down the business | <input type="checkbox"/> other, what? |

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| 1. Operator | Name of the business operator | | VAT-number (y-tunnus) | |
| | Address | | | |
| | Postal code and home town of the company | | | |
| | Person in charge Tel. and email address | | | |
| 2. Billing information | Name of the payer | | Cost center/reference | |
| | Billing address | | | |
| | Electronic invoice address | | | |
| 3. Place of business | Name (name for marketing purposes) | | | |
| | Calling address | | | |
| | Postalcode and City | | | |
| | Person in charge Tel. and email address | | | |
| | <input type="checkbox"/> outdoor or mobile premises | <input type="checkbox"/> Virtual premises (The premises are used for marketing, distribution or other food activities of food stuffs, without the food being kept in the premises) | <input type="checkbox"/> food premises is at home | |
| 4. Mail address | <input type="checkbox"/> Address of the operator (company) <input type="checkbox"/> Address of the business <input type="checkbox"/> Other, what | | | |

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| Postal address City of Helsinki Environmental Services Food Safety Unit P.O. 58235 00099 City of Helsinki | Calling address Työpajankatu 8 Helsinki 58 | Tel +358 9 310 1635 (switch) | Fax +358 9 310 31633 | VAT-number 0201256-6 |
| | | E-mail elintarviketurvallisuus@hel.fi | Internet www.hel.fi | |

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| 5. Use of the premises from the point of view of building control. | Purpose of the premises (It is the operator's responsibility to ensure that the premises use from the point of view of building control is suitable for the planned activity) | | |
| 6. Previous operator | Previous operator/company (in case of change of operator) | | |
| 7. Date | Date of commencement or change of operation Date of change of operator Date of suspension of activity (date – date) - Date of closing down the business | | |
| 8. Description of the operation | <p>The primary type of food activity Select only one primary type of activity</p> <p><input type="checkbox"/> Sale of food stuffs</p> <p><input type="checkbox"/> Serving of food stuffs</p> <p><input type="checkbox"/> Grain, fruits and vegetables sector</p> <p><input type="checkbox"/> Other manufacturing</p> <p><input type="checkbox"/> Storing and freezing food stuffs and packing</p> <p><input type="checkbox"/> Professional transport of food stuffs</p> <p><input type="checkbox"/> Export and import</p> <p><input type="checkbox"/> Other, what?</p> | <p>Other type of food activity Choose options below. Please tick all boxes that apply</p> <p><input type="checkbox"/> Sale of food stuffs</p> <p><input type="checkbox"/> Serving of food stuffs</p> <p><input type="checkbox"/> Grain, fruits and vegetables sector</p> <p><input type="checkbox"/> Other manufacturing</p> <p><input type="checkbox"/> Storing and freezing food stuffs and packing</p> <p><input type="checkbox"/> Professional transport of food stuffs</p> <p><input type="checkbox"/> Export and import</p> <p><input type="checkbox"/> Other, what?</p> | Description of the operation (or change in operation) |
| 9. More information about the operation | In the tables below, tick each of the activities carried out at the same site and fill in the information describing the scope of the food business, eg area, number of customer places and food portions. | | |
| 9.1 Sale of food stuffs (includes mobile food facilities) | <input type="checkbox"/> Retail sale (shop, kiosk, etc.) <input type="checkbox"/> Whole sale <input type="checkbox"/> Market place, e.g. market area | Area of food premises (m ²) | |
| 9.2 Serving of food stuffs (includes mobile food facilities) | <input type="checkbox"/> Restaurant (includes pizzeria) <input type="checkbox"/> Grill and fast food <input type="checkbox"/> Café <input type="checkbox"/> Pub (only service of beverages or minor food stuffs e.g. snacks) | Amount of customer places Indoors Outdoors | |
| 9.3 Institutional kitchens, central kitchens | <input type="checkbox"/> Institutional kitchen (schools, nursery schools, hospitals, staff restaurants, no delivery) <input type="checkbox"/> Institutional kitchen, Central kitchen (delivery of food) <input type="checkbox"/> Institutional kitchen, serving kitchen (no preparation of food, may be minor preparation fo snacks or dessert) <input type="checkbox"/> Catering | | |

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| | Amount of portions/day Area of food premises (m ²) | Amount of customer places Indoors Outdoors | |
| 9.4 Grain, fruits and vegetables | <input type="checkbox"/> Grain mill activity <input type="checkbox"/> Manufacture of bakery products (perishable food stuffs) <input type="checkbox"/> Manufacture of bread and pastries <input type="checkbox"/> Manufacture of other grain products <input type="checkbox"/> Manufacture of fruit and vegetable products <input type="checkbox"/> Packaging, low commercial preparation of vegetables | | |
| | Products to be produced | | |
| | Estimated amount of production (kg/year) Area of food premises (m ²) | | |
| 9.5 Other manufacturing (other than milk, meat, fish, egg or grain fruits and vegetables sector) | <input type="checkbox"/> Manufacture of composite products (product that contains processed of animal origin and vegetable food e.g.pizza) <input type="checkbox"/> Manufacture of sweets <input type="checkbox"/> Manufacture of beverages <input type="checkbox"/> Other production, what? (e.g. coffee roast, preparation of snails, packiging of honey, production of honey, production of food additives and food supplements, yeast production) | | |
| | Products to be produced | | |
| | Estimated amount of production (kg/year) Area of food premises (m ²) | | |
| 9.6 Storing of foodstuffs, freezing and packing of foodstuffs | <input type="checkbox"/> Storing of foodstuffs of non-animal origin <input type="checkbox"/> Freezing of food stuffs <input type="checkbox"/> Packing of foodstuffs (operators who only pack foods, no retail sales or production of foodstuffs) | | |
| | Type of storing <input type="checkbox"/> Frozen storing <input type="checkbox"/> Refridgerated storing <input type="checkbox"/> Uncooled storing | Area of storing of foodstuffs (m ²) | |
| 9.7 Professional transport of food stuffs | Kuljetustyyppi <input type="checkbox"/> Transport of foodstuffs, no temperature requirements <input type="checkbox"/> Transport of frozen food <input type="checkbox"/> Transport of refrigerated food <input type="checkbox"/> Transport of warm food | | |
| | Means of transport (car, ferry etc.) | Amount | ATP-class (FRC, FNA, IN, other) |
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| 9.8 Import and export of foodstuffs | <input type="checkbox"/> Export of foodstuffs | | Group of products <input type="checkbox"/> Foodstuffs of non animal origin <input type="checkbox"/> Foods of animal origin (mark the groups in the section below) <input type="checkbox"/> Import of products of special salmonella guarantee status from countries that do not have special guarantees (raw pork, beef, poultry, eggs) An estimate of the frequency and volume of imports of food of animal origin (imports/year) (kg/year) |
| | <input type="checkbox"/> Import of foodstuffs Type of import <input type="checkbox"/> From outside the European Union <input type="checkbox"/> From the internal market (other EU countries) An estimate of the volume of all imports (kg/year) | | |
| | Imported foodstuffs of animal origin <input type="checkbox"/> Raw meat, minced meat or organs <input type="checkbox"/> Insects and foods containing insects <input type="checkbox"/> Eggs <input type="checkbox"/> Fishery products <input type="checkbox"/> Meat preparations <input type="checkbox"/> Milk and egg products, other than eggs from chickens <input type="checkbox"/> Raw meat preparations <input type="checkbox"/> Other (collagen, intestine, honey), what: | | |
| <input type="checkbox"/> An external warehousing service is used to store imported food Place of receiving foods of animal origin imported from the internal market (name, address): Address where the import documents can be inspected: <input type="checkbox"/> Activities include the distribution of imported foods to other operators | | | |
| 9.9 Other | Type of activity | Area of food premises (m ²) | |
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| 10. Information on in-house control plan * | <input type="checkbox"/> In-house control plan is made <input type="checkbox"/> In-house control plan will be made until | | |
| | <input type="checkbox"/> The in-house control plan has been made using the industry's good practice guide **, what? | | |
| | * Food premises must have an adequate in-house control plan to manage the risks. The in-house control plan can be sent to the food control authority before commencing operations, but this is not mandatory. However, the in-house control plan must be evaluable at the latest at the time of the inspection. ** The food industry has developed good practice guidelines for its industry that can be used to assist in developing the in-house control plan. These guidelines are available from industries. | | |
| 10. Operator's signature and clarification of the signature | Place and date | Signature and clarification of the signature | |
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| The form should be sent to the City of Helsinki, Food Safety Unit, PO Box 58235, 00099 City of Helsinki or by e-mail at elintarviketurvallisuus@hel.fi | | | |
| Further information | For more information on how to complete the notification and the processing of the notification contact the food advice number 09 310 14000, Mon-Fri: 9-11 or elintarviketurvallisuus@hel.fi . | | |
| | Personal data is registered in the control information system (VATI) maintained by the Finnish Food Safety Authority. The System Registry Description is available at https://www.ruokavirasto.fi/en/about-us/services/data-protection/ . | | |
| Handling fee | A fee is charged for processing the notification in accordance with the tariff approved by the Urban Environment committee's environment and permits sub-committee. No fee shall be charged for notification of a change of operator, suspension or termination of operations. An invoice for the processing of the notification will be delivered separately from the financial administration service of the City of Helsinki. | | |
| Legislation | Food Act (297/2021) 10, 73 § Fee and tariff of City of Helsinki Environment Services. | | |

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